



APPLICATION FOR EMPLOYMENT

20 North Main Street
Brigham City, Utah 84302
(435) 734-6600

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # () _____ Mobile/Other Phone # () _____

Position applied for _____

Date of Application _____

If necessary, best time to call you at home is _____

May we contact you at work?.....☐ Yes ☐ No

If **yes**, work number and best time to call

() _____

Have you submitted an application here before?..... ☐ Yes

☐ No..... If **yes**, give date(s) and position(s) _____

Have you ever been employed here before?...☐ Yes ☐ No

If **yes**, give dates From ____/____/____ To ____/____/____

Are you legally eligible for employment in this country?.....

☐ Yes ☐ No

Date available for work..... ____/____/____

What is your desired salary range or hourly rate of pay?

\$ _____ Per _____

Will you travel if job requires it?.....☐ Yes ☐ No

If they have been explained to you, are you able to meet the attendance requirements of the position?.....

☐ N/A ☐ Yes ☐ No

Will you work overtime if required? ☐ Yes ☐ No

If **no**, please explain _____

All Brigham City Corporation employees are required to have a valid Utah drivers license.

Driver's license # _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to or been convicted of a crime?.....☐ Yes ☐ No

If **yes**, please provide date(s) and details _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certifications that may assist you in performing the position for which you are applying. _____

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information:

School _____ Years Completed _____

School _____ Years Completed _____

School _____ Years Completed _____

(OVER)

PLEASE MAKE SURE YOU HAVE FILLED IN ALL THE BLANKS OR WRITTEN N/A WHERE IT DOES NOT APPLY.

EMPLOYMENT HISTORY

(Starting with your most recent employer, provide the following information) Add additional sheets if necessary.

Employer _____ Phone # (____) _____
Address _____
City _____ State _____
Dates employed: ____/____/____ To ____/____/____
Compensation ☐ Hourly ☐ Salary \$ _____ Per _____

Immediate supervisor and title (for most recent position held) _____

May we contact for reference? ☐ Yes ☐ No ☐ Later

Why did you leave? _____

Summarize the type of work performed and job responsibilities. _____

REFERENCES

List name and telephone number of three business/work references who are not related to you and are not previous supervisors.

If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to you	Telephone	# of years known

Is there any other job-related information you want us to know about you? _____

APPLICANT STATEMENT

A drug test will be required of applicants who are offered conditional offers of employment.

Brigham City Corporation shall require that any adult applicant (18 years or older), paid or volunteer, who is applying for a position involving interaction with children (minors), vulnerable adults, or persons with disabilities, authorize and submit to a Criminal History Review.

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's Mayor.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided on this application by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____